



**Town of Cornelius  
PARC Department  
2017 Facility Reservation  
Facility Use Agreement**

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The following rules and regulations apply to all facility reservations granted for the purpose of organized activities, league play, practices, clinics, and tournaments.

1. All facility reservations will be processed on a first-come-first-served basis..
2. Reservation confirmations will be provided for each user group in advance of reservations. Receipts must be available at time of use.
3. Full payment will be due at time of reservation confirmation.
4. “Blanket” reservations will not be accepted. All reservations must be fully utilized by user groups.
5. Cornelius PARC Department reserves the right to make necessary adjustments and to revoke reservations.
6. Each user group is responsible for pick-up and disposal of all trash associated with their designated facility reservations. User group agrees to pay the costs for any damages that must be repaired by Town or litter that must be removed.
7. Field preparation will be offered on a limited basis. Field preparation includes infield chalk lining. PARC staff will not paint lines on athletic fields, or provide any necessary equipment for the group’s respective sport. All requests shall be specified in writing on the Facility Reservation Request form.
8. In the event of inclement weather, field conditions will be assessed, and a final decision made by PARC Department staff. During weekdays, a decision will be made no later than 4:00 pm each day. For weekend activities, the hotline will be updated by 8:00am. In the event that a group uses a field or fields during inclement weather conditions, and damages are incurred, disciplinary action will be taken in accordance with the Field Closure Policy.

Inclement Weather Hotline: 704-896-2460 x 290

“Field Closed” signs will be posted when field conditions prohibit playing. **Fields cannot be used when signs are posted. If field conditions become unplayable after a contest begins, or if signs are not posted, user group shall be responsible for canceling activities, based on field closure criteria.**

9. Groups may also check the PARC website’s “Field Conditions” webpage for a detailed list of closures Monday-Friday. The website will not be updated on weekends and holidays.
10. PARC Department staff will coordinate and set field lighting schedules on a weekly basis. For the safety of park patrons and user groups, only trained personnel will operate light timers.
11. User groups agree to follow all PARC Department, Town of Cornelius, and Mecklenburg County ordinances, rules, and regulations.
12. User group agrees to share and review all rules and regulations with coaches, participants, and parents.

13. General rules:
  - Glass containers are not allowed in parks
  - Vehicles are not allowed on fields
  - Persons associated with activities are required to park in designated parking spaces at all times
  - NO food or beverages are allowed in gyms
  - No tobacco use of any kind allowed on any park property
  - No alcoholic beverages of any kind are allowed on park property
  
14. Any improvements or alterations to fields must receive prior written approval from the PARC Department, and be inspected upon completion. (Example: addition of pitching mound)
  
15. User group representatives are responsible for the actions of participants, coaches, spectators, and volunteers, before, during, or after scheduled activity, while on Town property.
  
16. User groups are responsible for moving bases, pitching screens, or portable pitching mounds. Bases shall be located in existing field anchors only and must be anchored properly. Anchor plugs shall be inserted into all empty anchors after bases have been moved. Pitching screens and portable pitching mounds shall be moved by adults only and shall be removed from the field, and returned to an area outside of the fence line, at the conclusion of use.

As an authorized representative of \_\_\_\_\_, I hereby acknowledge that I have read this agreement, understand its meaning and purpose, and agree to the same on the part of the user group, to all of the aforementioned rules and regulations.

User Group \_\_\_\_\_

By (Authorized Representative) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

|                            |            |
|----------------------------|------------|
| PARC Staff Signature _____ | Date _____ |
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